



DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
SANKETIKA VIDYA PARISHAD ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Andhra University, Visakhapatnam)

P M Palem, VISAKHAPATNAM – 530 041

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APPLICATION FOR LIBRARY MEMBERSHIP

Name of the Student/Staff
(in block Letters):

Roll No.:

PHOTO

Branch/Dept:

Date/Year of Joining:

Valid up to:

Permanent Address:

Land Phone No:

Mobile:

Present Address:

Mobile:

E-mail:

I hereby declare that the information given above is true and correct to the best of my Knowledge.

Signature of the Applicant.

Librarian

Principal/ HOD

Rules and Regulations

- Every Member of the library can borrow books for a specific period depending on his/her category and as per the rules decided by the institute from time to time
- The books borrowed shall be returned on or before the due date. In case of late returns, the student/staff will be fined as per rules and regulations designed by library authority.
- Any book which is not returned to the library within a month from the due date shall be treated as lost book and any damage /lost the book by any member shall be treated as loss of the book. the prescribed penal charges shall be collected. If a book is lost, Three times of the original price of the book shall be collected from the concerned borrower as a penalty/3 new books replace for it.
- Every borrower before taking a book on loan must verify that all pages of the book are intact. The last barrower shall be responsible for the entire defect in the book.
- Academic journals, magazines and reference books Etc. Will not be issued out.
- The librarian has the right to cancel the membership, if the member is found violating the rules and regulation.
- All the staff members must take Library membership application from the librarian and after filled application form with two passport size photos, job appointment Xerox copy, HOD Signature and their application form handover to librarian and take your library membership ID number from librarian

To,
The Principal/Director,

Visakhapatnam

Date:

I wish to enroll as a member of the SVPEC LIBRARY. I have read the rules and Regulations of the Library and I will abide by the same.

Signature of the Applicant